



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

June 4, 2013

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in blue ink, appearing to read "W. Fujioka", is written over the printed name and title.

## **CONTRACTING PROCEDURE – COST OF LIVING ADJUSTMENT CAP FOR SERVICES CONTRACTS FISCAL YEAR (FY) 2013-14: GENERAL SALARY MOVEMENT FOR COUNTY EMPLOYEES FY 2012-13**

On January 29, 2002, the Board of Supervisors adopted a revised County policy for cost of living adjustments (COLA) for multi-year services contracts (Policy No. 5.070 of the Board of Supervisors Policy Manual). The revised policy provides that a COLA adjustment, if incorporated in services contracts, be capped at the lesser of:

- The most recently published percentage change in the Bureau of Labor Statistics, Los Angeles-Riverside-Orange County, Consumer Price Index for Urban Consumers (CPI-U) for the 12-month period preceding the contract anniversary date; or
- The general salary movement percentage for County employees for the 12-month period preceding the prior July 1<sup>st</sup>.

With regard to the general salary movement number, the pertinent figure in any fiscal year (FY) will always be determined by a retrospective look at the prior fiscal year. For example, contract COLA adjustments in FY 2013-14 will be calculated in light of general County salary movement in FY 2012-13. Likewise, COLA adjustments in FY 2014-15 will be calculated based on general County salary movement in FY 2013-14.

This is to confirm that there are no general salary adjustments in the County's various memoranda of understanding applicable to FY 2012-13. Therefore, there should be no COLA adjustments taking effect in FY 2013-14. A separate determination will be made next year with regard to COLA adjustments taking effect on or after July 1, 2014.

*"To Enrich Lives Through Effective And Caring Service"*

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If you have any questions regarding this matter, please contact Napoleon Valera at (213) 893-2259 or James Hazlett at (213) 974-1148.

WTF:BC:JA  
MTK:NV:mst

c: Each Supervisor  
Administrative Deputies  
County Contracting Network (via e-mail)

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